Environmental Commission Virtual Meeting Access Instructions

Until further notice, the Jersey City Environmental Commission 2020 meetings will be held virtually through a video conferencing platform called Zoom.

Video and audio functionality will only be turned on for Commissioners and staff as needed. If you are a member of the public, you may participate in the Public Comment portion of the meeting.
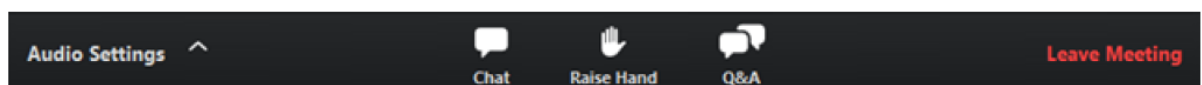
How to join the meeting

Joining by Desktop: Follow the Zoom meeting link on the Environmental Commission webpage at https://jerseycitynj.gov/environmentalcommission. Alternatively, you may find the link on the meeting agenda.

Joining by Telephone: Call in using the phone number and Webinar ID on the meeting agenda or by visiting the Environmental Commission webpage.
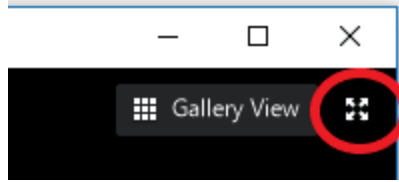
During the meeting

On desktop

- Click join meeting
- Wait for the host to start the meeting
- If you have a question or comment: Click Raise Hand (see image below) during the public comment period and the hosts will call you by name and unmute you.
- If you experience difficulties, please use the Chat function.

Screen Layout Options

➢ **Speaker view** is the default video layout. It will switch the large video window between who is speaking.

➢ When using **Gallery View**, you will be able to see up to 49 participants at a time, and will have an arrow to scroll through the remaining participants.

➢ You can take any of the screen layouts into full screen by clicking on the icon with four arrows at the top right corner of your Zoom window (see image below).

On phone

- Call one of the numbers provided.
- Enter your meeting ID followed by #.
- The following commands can be entered via DTMF tones using your phone's dial pad while in a Zoom meeting:
    - *9 - Raise hand
    - *6 - Toggle mute/unmute
- If you have a question or comment: Dial *9 and the hosts will call you by name or the last 4 digits of your phone number during public comment.

On desktop and phone

If you joined computer audio automatically, you can leave the computer audio and join by phone. Also, calling in while simultaneously viewing on a desktop is useful if your computer or laptop does not have video/audio:

You can test your computer, mobile phone or tablet's ability to use Zoom, including speaker/microphone functionality at https://zoom.us/test.

Additional Zoom Resources

- Joining a meeting: https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting

- Joining and participating in a webinar (attendee): https://support.zoom.us/hc/en-us/articles/115004954946-Joining-and-participating-in-a-webinar-attendee-

- Getting started with iOS: https://support.zoom.us/hc/en-us/articles/201362993-Getting-Started-with-iOS

- Getting started with Android: https://support.zoom.us/hc/en-us/articles/200942759-Getting-Started-with-Android

Any questions can be directed to the Environmental Commission via email at jcec@jcnj.org.

June 17, 2020